



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/28/18	<u>Interviewer:</u> Lafayette Baker	RFA #18-55
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Faculty		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/28/18	[REDACTED] called the EO office	She explained that her professor is not honoring her DRS accommodation.
5/31/18	Met with [REDACTED]	<p>LB explains the EO Office resolution processes, including the difference between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal</p> <p>[REDACTED] is a senior planning to graduate in two weeks. [REDACTED] explained that she currently has two classes with Professor [REDACTED]: (1) [REDACTED] and (2) [REDACTED].</p> <p>Spring quarter 2018, she put in her DRS accommodations request, and she emailed Professor [REDACTED] 4/23 to set up her DRS contract. [REDACTED] explained that [REDACTED] did not respond to her email.</p>

		<p>█████ then emailed Kim Thiessen 4/26. She explained to Kim in the email that she had not heard from her professor about setting up her DRS accommodation, and she was stressed out and frustrated. 4/27 Kim emailed █████ and told her she would contact the professor.</p> <p>█████ said after not hearing anything about setting up her DRS accommodation for her class by 5/3, she started to become more stressed-out and frustrated. Subsequently, 5/3 her mother emailed Jon McGough, the President, and David Brunnermer about setting up her daughter's DRS accommodation.</p> <p>█████ indicated that Jon McGough, emailed her 5/4, and after several email exchanges, her accommodation was set up. However, █████ explained that her midterm was 5/10 and she was so stressed out and frustrating by her experience trying to set-up her DRS accommodation, that she was not able to perform on the mid-term which she failed.</p> <p>In addition, she is supposed to get 100% extra time on her quizzes, and she said the professor has not given her the 100% extra time on any of her quizzes.</p>
6/5/18	LB and SGS met with █████	<p>SGS explained to █████ that █████ said Spring quarter 2018, she put in her DRS accommodations request, and she emailed Professor █████ 4/23 to set up her DRS contract. █████ explained that the professor did not respond to her email, and she emailed Kim Thiessen 4/26.</p> <p>█████ said after not hearing anything about setting up her accommodation for the class, she became stressed out and frustrated. 5/3 her mother emailed several individuals regarding setting up her accommodations.</p> <p>Jon emailed █████ 5/4, and after several email exchanges, her accommodation was set up. However, █████ said her midterm was 5/10 and she was so stressed out and frustrating about setting up her DRS accommodation that she was not able to perform on the midterm and failed. She got a 14 out of 56 on that exam.</p> <p>█████ explained that it was unfortunate that he was not able to respond to █████ email, and that █████ did not talk to him about this. He said he had █████ best interest in mind.</p> <p>SGS asked █████ if there was anything that can be done regarding █████ first exam. Since █████ indicated that the stress of having to wait from 4/23 to 5/4 prevented her from properly preparing for her exam. █████ explained that he would be willing to decrease the percentage of how much her first midterm grade counted for and increase the percentage of her second midterm grade. He explained that he will also will allow █████ to have a support person for final presentation if she needs it.</p>
6/7/18	LB and SGS meet with █████	<p>SGS explained to █████ that she and LB had a nice conversation with █████ And █████ explained that it was unfortunate that he was not able to respond to █████ email, and he was disappointed that █████ did not talk to him about some of her concerns. He also said he had █████ best interest in mind.</p>

		<p>████ said she had become frustrated and stressed out because she had to wait almost two weeks after she emailed █████ to set up her accommodations. And because she was so frustrated and stressed, she was not able to prepare properly for her first midterm which failed. In addition, █████ explained she does not believe she received her 100% times on any of her quizzes.</p> <p>SGS explained to █████ that █████ said he would be willing to decrease her first midterm grade, and increase her second midterm grade. █████ indicated that she would need some time to think about this and she will email the EO Office when she makes her decision.</p>
6/8/18	████ emailed LB	<p>████ gives permission for the EO Office to discuss her RFA with her mother, █████.</p>
6/11/18	████ emailed LB	<p>████ indicated that because she did not get any extra time on her quizzes, she would like █████ to drop her two lowest quiz scores. In addition, regarding her midterms, she said she would like to know the exact percentage regarding how much each exam would be worth.</p>
6/13/18	LB emailed █████	<p>LB told █████ that he will contact █████ about the new information she provided about dropping the two lowest quizzes in her 6/11 email. LB asked █████ if she was available for a follow-up phone conversation Thursday 6/14.</p>
6/13/18	████ emailed LB	<p>████ says she was unavailable for a phone call Thursday 6/14 or Friday 6/15.</p>
6/14/18	LB called █████	<p>LB told █████ that he and SGS has a follow-up meeting with █████, and █████ sent an email to LB requesting that LB tell █████ that █████ would also like to have her two lowest quiz scores dropped because she indicated that she did not get the extra time she needed to perform well on the quiz. Plus █████ would like to know the exact percentage regarding how much each exam would be worth.</p> <p>████ said he would not be able to drop the two lowest quizzes. And he would not be able to provide the exact percentages regarding decreasing her first midterm grade, and increase her second midterm grade right now. However, he said he will email █████ when he decides.</p>
6/14/18	████ called LB	<p>████ told LB that he had been contemplating after the prior conversation with LB, and he decided that instead of decreasing █████ first midterm grade, and increasing her second midterm grade, he will drop her lowest two quiz grades.</p> <p>LB explained to █████ that he told LB and SGS during their 6/5 conversation that he would decrease █████ first midterm grade, and increase her second midterm grade right. And LB and SGS met with █████ and told her that information. █████ explained that figuring out the percentages will be difficult, and he believes it works better if he drops the two lowest quiz grades instead.</p>
6/20/18	████ emailed LB	<p>████ indicated that █████ entered her final grade for her course, even though she had not heard back regarding the percentages for her exams. She said she was not happy with the fact that █████ entered a final grade.</p>

6/21/18	LB emailed [REDACTED]	LB explained that he would like to set-up a time for SGS to call [REDACTED], and LB asked [REDACTED] if she was available for a phone call from 9-12pm or 4-5pm next Tuesday 6/26?
6/21/18	[REDACTED] emailed LB	[REDACTED] explained that she was unavailable Tuesday 6/26 because she has to work.
6/22/18	LB emailed [REDACTED]	LB asked [REDACTED] if there are any times she is available for a phone call next week Wednesday-Friday.
6/26/18	LB emailed [REDACTED]	LB asked [REDACTED] if there are any times she is available for a phone call Wednesday-Friday.
6/27/18	[REDACTED] emailed LB	[REDACTED] says she is available July 9 and after to meet with SGS.
6/27/18	SGS and LB call [REDACTED]	[REDACTED] does not answer; left message to say they would like her to call back to discuss issue and also to schedule an appointment for after July 9. Also left message saying Hailey would send email to see if [REDACTED] is available to meet on July 12.
6/29/18	SGS and LB call [REDACTED]	[REDACTED] explains that after he met with us that he went back and looked at the emails between [REDACTED] and him. He felt that [REDACTED] never asked to meet with him and understood it was her responsibility to arrange a time to meet to discuss (See NEXT STEPS part of accommodation letter of March 30, 2018 from Kim Thiessen to [REDACTED]). He felt the most fair thing to do was to drop two of six quizzes as the first quiz he did not provide the extra time. [REDACTED] says that she felt "rushed" by taking the quizzes and [REDACTED] would say... ok... you have 30 seconds more to the class for all the quizzes... Check again...with [REDACTED]
7/12/18	[REDACTED] does not show up for scheduled meeting with SGS	